



Department of Education and Culture

Apprenticeship Training Division

**Annual Report
April 1, 1997 - March 31, 1998**

TABLE OF CONTENTS

Apprenticeship Training Division	4
Mandate	4
Human Resources	4
<i>Office of the Director:</i>	4
<i>Client Services Section:</i>	4
<i>Support Services Section:</i>	4
Apprenticeship Program	5
What is Apprenticeship?	5
Legislation	5
Statutory Authority	5
General Regulations - Amendments	5
Trades Under Consideration for Designation	5
Statistical Data	6
Active Apprentices at beginning of Year	6
New Registrations	6
Cancellations	6
Reinstatements	6
Completions (Graduates) of the Program	7
Active Apprentices at Year End	7
Technical Training	7
Section 19 Applications (Trade Qualifiers)	8
Examinations Written	8
<u>Total Examinations</u>	8
<u>Block/Progress Examinations</u>	9
<u>Certification Examinations</u>	9
Certificates of Qualification - Issued	10
Initiatives/Special Projects	11
Accreditation	11
AIMS Initiative	11
Application Forms	12
Canadian Council of Directors of Apprenticeship	12
Customized Training Projects	12
Examination Answer Booklets	12
Interprovincial Standards Examination Committee	13
National Occupational Analyses - Check Lists	13
Refocusing Apprenticeship Project	13
Public Relations	14
<u>Canadian National Carpentry Apprenticeship Contest</u>	14
<u>Newsletter</u>	14
<u>Nova Scotia Home Show</u>	14

<u>Promotional Material</u>	14
<u>Professional Development</u>	14
<u>Toll Free Telephone Line</u>	14
<u>Website</u>	14
Financial Highlights	15
Conclusion	16
Appendix 1	17
Appendix 2	18

Introduction

I am pleased to provide the 1997/98 Annual Report for the operations of the Nova Scotia Apprenticeship Training Division. The report will be produced on an annual basis and summarize the activities of the Division.

This year marks the 60th anniversary of legislated Apprenticeship Programs in Nova Scotia. During this period, there have been significant changes and major advances, and the Apprenticeship Program remains strong and continues to grow.

Currently, there are fifty-one (51) designated apprenticeship trades/occupations in Nova Scotia. Of the fifty-one (51) designated trades, nine (9) are compulsory certified. (See appendix 1 for trade/occupation listing). As of March 31, 1998, there were 3,417 active apprentices registered in the Apprenticeship Program.

The Apprenticeship Training Division continually strives to increase public awareness and to ensure that requirements of training, examination, and certification are uniform, consistent with national standards, and reflective of industry needs.

The Apprenticeship Training Division of the Nova Scotia Department of Education & Culture continues to be an innovative leader in the expanding role of apprenticeship based education in Canada. It focuses on being a client-centred organization with the goal of becoming more attuned to the needs of industry and its workforce.

Joe Black

Manager of Client Services

Apprenticeship Training Division

Mandate

The mandate of the Apprenticeship Training Division is to manage the Nova Scotia Apprenticeship Program and to provide leadership to ensure that the technical training (theory) and skills training (on-the-job) offered in training institutions and industry is of the highest quality, and is current and relevant to the needs of employers and apprentices in the Province of Nova Scotia.

The Apprenticeship Training Division administers the *Apprenticeship and Trades Qualifications Act*, including:

- designation of trades;
- scheduling of technical training classes in support of the apprenticeship program;
- on-the-job training provided by the employer;
- registering of apprentices;
- recording hours of work;
- certification of journeyperson

The Apprenticeship Training Division is responsible for the development and maintenance of Apprenticeship and Certification examinations.

Human Resources

Office of the Director:

- ❖ After 16 years of service, Peter Woods retired as Director of Apprenticeship Training in June of 1997.
- ❖ Two positions reporting to the Director and classified as Enforcement Officers were created to enable the Division to monitor employers and practitioners engaged in the nine (9) compulsory certified trades. The goal of enforcement is to ensure that all individuals and companies working in compulsory certified trades are in compliance with the *Apprenticeship and Trades and Qualifications Act*.

Client Services Section:

- ❖ Joseph Black was appointed to the position of Manager of Client Services on February 3, 1997 and reports to the Director.
- ❖ Reporting to the Manager of Client Services are 2 Supervisors and 14 Industrial Training & Certification Officers who are cross-trained in the areas of examination development and field services.

Support Services Section:

- ❖ Reporting to the Director, 1 Supervisor and 7 support staff, are responsible for providing administrative and support services to the Division, including clerical, records management, financial and accounting, and research and statistical information.

A total of 27 staff are employed with the Apprenticeship Training Division and are located in either the head office in Halifax or one of the three regional offices. (See appendix 2 for office locations).

Apprenticeship Program

What is Apprenticeship?

Apprenticeship is an agreement between an apprentice, employer, and the Department of Education and Culture, Apprenticeship Training Division in which an apprentice agrees to work for an employer for a specific length of time in exchange for extensive, supervised on-the-job skills training (practical) and technical training (theory). This provides apprentices the opportunity to earn while they learn. The term of Apprenticeship is usually three or four years. Successful completion of the program earns a Certificate of Qualification which recognizes the tradesperson as a skilled journeyman.

Legislation

Statutory Authority

The statutory authority for the Apprenticeship Program in Nova Scotia is the *Apprenticeship and Trades Qualifications Act, 1989*.

General Regulations - Amendments

Order in Council (OIC) 97-563 amended the General Regulations made by OIC 88-967 by adding "as identified and approved by the Director" immediately after "trade". This clause will allow for the recognition of national standards in accordance with the national occupational analysis for the particular occupation, effective August 19, 1997.

Order in Council 97-564 amended the General Regulations pursuant to the *Apprenticeship and Trades Qualifications Act* effective August 19, 1997, respecting the equivalency of trade names used in Nova Scotia to those of the Red Seal trades. For example, Bricklaying became Bricklayer.

Order in Council 97-565 developed Trade Regulations respecting the Floorcovering Installer trade effective August 19, 1997.

Trades Under Consideration for Designation

To remain current with the labour market needs of industry, the Apprenticeship Training Division must be cognizant of expanding and/or emerging occupations and strive to match apprenticeship and certification services to these needs. Occupations currently under consideration for designation are in Hotel/Motel Operations, Film Production, and Cooking Specialties.

Statistical Data

Active Apprentices at beginning of Year

As of April 1, 1997, there were 3,351 apprentices active in the Apprenticeship Program. Of these 3,351 apprentices, 169 were female and 3,182 were male.

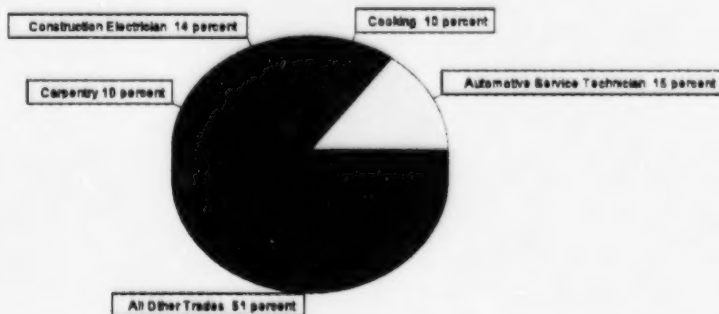
New Registrations

824 new apprentices were registered during 1997/98. Of the 824 new apprentices, there were 784 males and 40 females. This represents a 37.5 % increase in the number of new apprentices relative to 1996/97.

Individuals registered in the Automotive Service Technician occupation account for 15% of all new apprentices registered during this reporting period. Construction Electrician accounts for 14%, Cooking accounts for 10%, and Carpentry accounts for 10%. All other individual trades each account for 6% or less of the total, and as a whole, account for 51% of total new registrations.

New Registrations

Fiscal Year 1997/98



Cancellations

During this reporting period, 514 apprentices were cancelled from the Apprenticeship Program for various reasons. For example, "Left the Province", "At Own Request", "To Write Certificate of Qualification Examination", "Not Trade Employed", etc.

Reinstatements

25 apprentices were reinstated to the Apprenticeship Program during 1997/98.

Completions (Graduates) of the Program

During 1997/98 a total of 267 apprentices graduated from the Apprenticeship Program. Of the 266 apprentices, 245 graduated as journeypersons in the following designated trades:

Automotive Service Technician	44
Boilermaker	7
Carpenter	19
Construction Electrician	25
Cooking	14
Heavy Duty Equipment Mechanic	3
Industrial Electrician	5
Industrial Instrument Mechanic	1
Industrial Mechanic (Millwright)	7
Machinist	14
Motor Vehicle Body Repairer	11
Oil Burner Mechanic	23
Plumber	19
Powerline Technician	8
Refrigeration & Air Conditioning Mechanic	16
Sheet Metal Worker	4
Sprinkler System Installer	2
Steamfitter/Pipefitter	2
Truck and Transport Mechanic	9
Welder (A Level)	4
Welder (B Level)	4
Welder (C Level)	4

The remaining 21 apprentices graduated from dockyard In Plant trades.

Active Apprentices at Year End

On March 31, 1998, there were 3417 apprentices actively participating in the Apprenticeship Program. Of these 3417 active apprentices, 164 were females and 3253 were males.

Technical Training

During 1997/98, approximately 1220 apprentices attended technical training in the traditional block release method at the Nova Scotia Community College or at the University College of Cape Breton.

Section 19 Applications (Trade Qualifiers)

Section 19 of the General Regulations of the *Apprenticeship and Trades Qualifications Act* allows non-apprentices (trade qualifiers) to receive certification if they meet defined criteria:

- employed in the trade for the period set out in the trade regulations;
- recommended for a Certificate of Qualification by two persons who are competent in the trade and who have vouched for the person's skill and experience;
- competent in the skills of the trade, as determined by the Director;
- write and pass the certification examination.

During the fiscal year 1997/98, 345 trade qualifiers applied under Section 19 of the General Regulations to write the interprovincial certification examination. Of the 345 applications received, adhoc Review Committee's have approved 98, denied 29, and a decision is still pending for 107. The remaining 111 require additional information to be received in the Division before they are forwarded to a Review Committee.

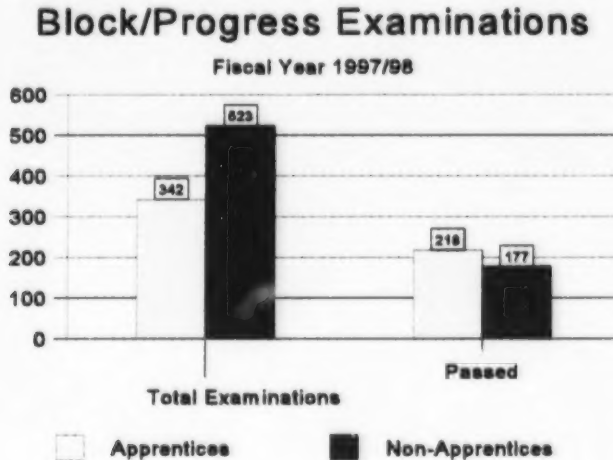
Examinations Written

Total Examinations

During 1997/98, a total of 1594 clients wrote various apprenticeship block/progress and certification examinations. Of that amount, 865 clients wrote progress/block examinations and 729 completed apprentices and trade qualifiers wrote certification examinations.

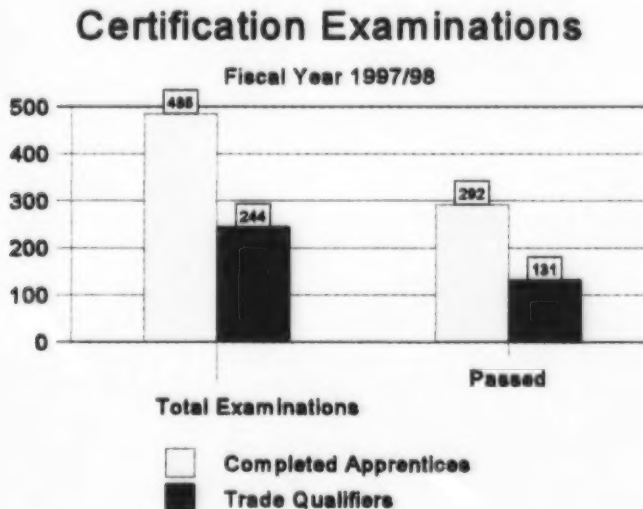
Block/Progress Examinations

A total of 865 block/progress examinations were written during 1997/98. Apprentices wrote 342 examinations with a pass rate of 64% (218 passed). Non-apprentices, including pre-employment and credit candidates, wrote 523 examinations with a pass rate of 34% (177 passed).



Certification Examinations

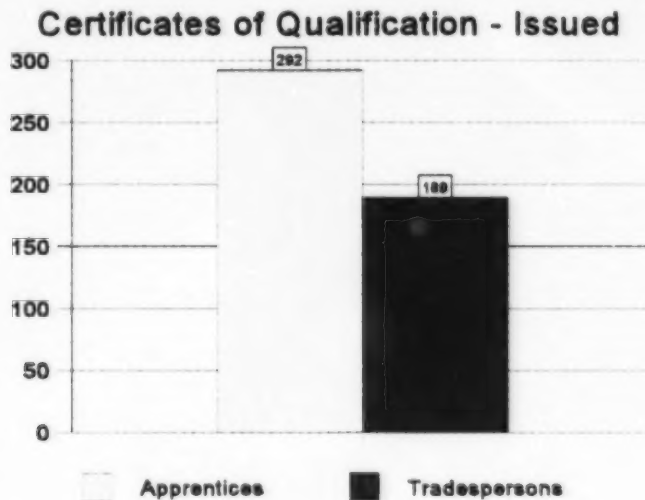
A total of 729 clients wrote certification examinations during 1997/98. Completed apprentices wrote 485 examinations with a pass rate of 60 % (292 passed). Trade qualifiers wrote 244 examinations with a pass rate of 54% (131 passed).



Certificates of Qualification - Issued

Certificates are issued to apprentices who have successfully completed an apprenticeship program or to non-apprentices (trade qualifiers) who have met all the requirements of a trade and have passed the certification examination.

In 1997/98, 481 Certificates of Qualification (CQs) were issued. Of these, 292 (61%) were issued to completed apprentices, and 189 (39%) were issued to trade qualifiers.



Since 1937, a total of approximately 49,000 Certificates of Qualification have been issued in the province of Nova Scotia.

Initiatives/Special Projects

Accreditation

The Apprenticeship Training Division is currently developing an accreditation policy and procedure. Apprentices who successfully complete accredited technical and on-the-job skills training components will receive full recognition and automatic credit toward their apprenticeship program.

A national system of accreditation exists at the journeyperson level through the Interprovincial Standards Program of the Canadian Council of Directors of Apprenticeship. It is confirmed through a Red Seal endorsement. The purpose of the Nova Scotia accreditation policy is to ensure that apprenticeship training, both technical training and skills training, meet or exceed relevant components of national standards.

Accreditation is a step towards fostering uniformity of training, examination and certification.

AIMS Initiative

In April of 1995, a computerized Apprenticeship Information Management System (AIMS) was implemented in Nova Scotia to provide a database for apprentice and journeyperson training and certification information. Previous to that, the information management system was a stand-alone microcomputer that contained all client information. AIMS gives all staff immediate access to relevant client information directly from their desktop computer terminal, and is a powerful tool in records management and resulting customer service.

In 1997, Nova Scotia and New Brunswick entered into a partnership to create an improved Apprenticeship Information Management System (AIMS) to replace the current system shared by the Provinces. The specific goals of the AIMS Initiative are as follows:

- ❖ allow easy mobility of information between the provinces;
- ❖ provide better service to the client;
- ❖ provide more cost effective services;
- ❖ eliminate overlap and duplication between the provinces;
- ❖ ability to produce regular and ad hoc management reports via a flexible, powerful, user-friendly report generating tool.

and, through the adoption of current technology:

- ❖ improve operational efficiency and effectiveness;
- ❖ reduce maintenance and support costs.

There has been some interest by the provinces of Prince Edward Island and Manitoba to participate in this initiative in the future.

Application Forms

Various office forms were revised to make them more user friendly for our clients. In particular, one common application form is now being used for all clients applying to write an examination, thus reducing duplication and processing time.

Canadian Council of Directors of Apprenticeship

During 1997/98, the Canadian Council of Directors of Apprenticeship (CCDA) undertook a strategic and operational planning exercise that has resulted in a more focussed orientation of its activities. Consequently, the Council's Mission, Value, and Vision Statements were reviewed and revised and a set of operational goals were established. These goals are categorized below:

- ❖ Governance and Operations
- ❖ Products and Clients
- ❖ Marketing and Communications
- ❖ Linkages with National Industry Groups

The CCDA held their Spring meeting in Saskatoon from May 3 - 7, 1997. The fall meeting was held in Ottawa from November 16 - 19, 1997.

Customized Training Projects

The Apprenticeship Training Division is continuing its efforts of accommodation and responsiveness to the needs of industry, business, and trades persons. The Floor Covering Association of Nova Scotia, with the assistance of the Division, has taken a lead role in the development of a technical training program to address the needs of those long time practitioners in the occupation who do not have certification. The intent of the program is to have participants upgrade and enhance their skills so they may be in a better position to achieve certification in the trade.

Examination Answer Booklets

To provide a better use of human resources, a more consistent and reliable service, and a more efficient examination process, the Apprenticeship Training Division developed procedures around utilizing disposable examination answer booklets. The Apprenticeship Training Division then contracted with an on-site printing service to provide "just in time" booklets. Because they are created on demand, each booklet is personalized by printing the candidate's name on the front cover. In addition, the Division has provided ample space on the back page to allow clients the opportunity to provide us with feedback on the examination. ie, what they liked, any concerns, etc. The use of these booklets provides the Division with a professional-looking product, allows for client feedback, eliminates the need for an on-site inventory, and provides superior security measures. At the conclusion of the invigilation of the examination; booklets are destroyed.

Interprovincial Standards Examination Committee

Joseph Black, Manager of Client Services, was appointed as the Interprovincial Standards Examination Committee (ISEC) representative for the province of Nova Scotia.

Nova Scotia is responsible for the development of Interprovincial Examinations for the Construction Electrician and Plumber trades. As well, Nova Scotia hosted an Item Bank Workshop for the Refrigeration & Air Conditioning trade from March 2 to 6, 1998 in Halifax.

Nova Scotia was the host jurisdiction for the 1997 Interprovincial Standards Examination Committee annual meeting this year. The meeting was held from August 17 to 21, 1997 in Halifax.

National Occupational Analyses - Check Lists

The Apprenticeship Training Division has developed check lists for each designated trade based on National Occupational Analyses. The check lists are provided to references of applicants who have applied for certification under Section 19 of the General Regulations. The check lists are used by references to identify the tasks and competency levels for each applicant. The check lists are also an excellent self-assessment tool for applicants to rate their own skill levels prior to writing for certification.

Refocusing Apprenticeship Project

Refocusing Apprenticeship is a pilot project exploring the potential of a new approach to the delivery of apprenticeship training. The intent of this project is to provide apprentices with maximum access to technical training and to ease financial burdens to apprentices, employers, and external funding agencies.

Taking advantage of the most current communications technologies, Refocusing Apprenticeship has established a "virtual campus" that will allow apprentices to access their technical training through any computer terminal with Internet access.

The virtual campus address is <http://access.nsc.ns.ca>

The trades being piloted for this phase of Refocusing Apprenticeship are:

- ❖ Automotive Service Technician
- ❖ Cook
- ❖ Construction Electrician
- ❖ Industrial Electrician
- ❖ Stationary Engineer (Power Engineer) 4th Class

Public Relations

A number of initiatives were undertaken to heighten the profile of the Apprenticeship Program and increase public awareness:

Canadian National Carpentry Apprenticeship Contest - The 13th Annual Canadian National Carpentry Apprenticeship Contest was held in Halifax on August 21-24, 1997. Apprentices from all over Canada took part in this prestigious event. Carpentry and drywall contestants demonstrated their skills by writing an examination and building a predesigned project.

The Apprenticeship Training Division is proud to announce that Nova Scotia apprentices placed 3rd in both the Carpentry and Drywall components of the contest.

It is noteworthy the only female representative in the national contest was an apprentice from Nova Scotia.

Newsletter - The Provincial Apprenticeship Board produced the first Apprenticeship newsletter in December, 1997. This newsletter was published and distributed in February, 1998.

Nova Scotia Home Show - In April and September of 1997 the Apprenticeship Training Division participated in the Home Shows held at the Exhibition Park. A booth was staffed with Apprenticeship employees for the duration of the show. Information for the consumer, employer and prospective apprentices was provided. A children's colouring contest was held at the April show, with the entries being judged and prizes awarded.

Promotional Material - In an effort to increase public awareness and communications between all partners, the Apprenticeship Training Division produced an informational Apprenticeship Calendar entitled Building a Future, a Training and Examination Schedule, and three brochures targeting consumers, employers and prospective apprentices.

The Apprenticeship Calendar and the Training and Examination Schedule were distributed to apprentices, employers, trade unions, schools, colleges, etc., in January 1998.

Professional Development - In order to better serve our clients, training was provided to all staff in the Apprenticeship Training Division in the areas of Telephone Techniques and Customer Service.

Toll Free Telephone Line - The Apprenticeship Training Division has a toll free telephone number: 1-800-494-5651. This number can be accessed from anywhere within Nova Scotia.

Website - The Apprenticeship Training Division is now on the World Wide Web. Visit our site at (<http://www.ednet.ns.ca/educ/apprenticeship>). In addition, general inquiries can be made through our e-mail address at (apprenticeship@gov.ns.ca).

Financial Highlights

The figures presented below provide financial information in summary form for the 1997/98 fiscal year.

Fiscal Year 1997/98	
Expenditures	Dollars
Salaries	\$1,210,000.00
Operating	\$ 740,000.00
Training Costs	\$1,740,000.00
Recoveries (Examination and Renewal Fees)	\$ (76,000.00)
Total	\$3,614,000.00

Conclusion

In the past year, the Apprenticeship Training Division has undergone numerous changes in organizational structure. This included the hiring of Enforcement Officers to ensure compliance with the *Apprenticeship and Trades Qualifications Act* within the compulsory certified trades. This occurrence has seen an increase in tradespersons seeking certification. In particular, there has been an increase in the number of trade qualifiers requesting to write the certification examination in Truck and Transport Mechanic relative to 1996/97. This activity encouraged the Division to re-examine the Section 19 process and develop new processes, such as the development of national occupational analyses check lists to aid in identifying an applicant's level of skill in the occupation.

The Apprenticeship Training Division strives to continually increase the level of quality participation in apprenticeship and certification by all stakeholders. This is achieved through the promotion of continuing education, increasing accessibility, and encompassing emerging occupations as indicated in the consideration of designating new trades in the areas of: hotel/motel operations, film production, and cooking specialties. Through the Apprenticeship Training Division's leadership role in creating an inter-jurisdictional Apprenticeship Information Management System (AIMS) with the Province of New Brunswick, it is moving into a more productive model of information management to better serve our clients.

The Apprenticeship Training Division endeavours to maintain superior training, examination and certification services to our clients as evidenced by our continued participation in hosting national Examination Item Bank Workshops, working towards implementing an accreditation policy, initiating a pilot project to explore the potential of alternate methods of delivering technical training, and our commitment to professional development for all staff.

In conclusion, the Apprenticeship Training Division is open to embracing new occupations and technologies, and we are confident that the Apprenticeship Program will continue to flourish in the years to come.

Appendix 1

Nova Scotia Designated Trades

Check marks (✓) indicate that certification is required.

BOLD TYPE indicates a Red Seal Occupation. Journeypersons with Red Seal certification can work across provincial borders without further examination.

Appliance Service Technician
Automotive Painter
Automotive Service Technician ✓
Baker
Boilermaker
Bricklayer ✓
Cabinet Maker
Carpenter
Cement Finisher
Construction Electrician ✓
Cook
Electrical Rewind Mechanic
Electronics Technician -
 Consumer Products
Farm Equipment Mechanic
Floorcovering Installer
Gas Fitter
Glazier
Hairstylist
Heavy Duty Equipment Mechanic
Industrial Electrician
Industrial Instrument Mechanic
Industrial Mechanic (Millwright)
Insulator (Heat and Frost)
Ironworker (Generalist)
Lather (Interior Systems Mechanic)
Machinist
Marine Fitter

Mine Electrician
Mine Mechanic
Mobile Crane Operator
Motorcycle Mechanic
Motor Vehicle Body Repairer
 (Metal and Paint)
Motor Vehicle Repair -
 Service Station Mechanic ✓
Oil Burner Mechanic ✓
Painter and Decorator
Partsperson
Plumber ✓
Powerline Technician
Recreation Vehicle Mechanic
Refrigeration and
 Air Conditioning Mechanic ✓
Restoration Stone Mason
Roofer
Sheet Metal Worker
Sprinkler-System Installer
Stationary Engineer ✓
Steamfitter/Pipefitter
Steel Fabricator (Fitter)
Tool and Die Maker
Truck-Trailer Repairer
Truck and Transport Mechanic ✓
Welder

Appendix 2

Office Locations

Halifax Office:

Dept. of Education & Culture
Apprenticeship Training Division
2021 Brunswick St.
Halifax, NS B3J 2S9
Ph: (902) 424-5651 Toll Free: 1- 800-494-5651

Sydney Office:

Dept. of Education & Culture
Apprenticeship Training Division
1030 Prince St.
Sydney, NS B1P 5P6
Ph: (902) 563-2149

Truro Office:

Dept. of Education & Culture
Apprenticeship Training Division
Suite 3, 60 Lorne St.
Truro, NS B2N 3K3
Ph: (902) 893-6254

Yarmouth Office:

Dept. of Education & Culture
Apprenticeship Training Division
10 Starrs Rd.
Yarmouth, NS B5A 2T1
Ph: (902) 742-0775